



**North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

3012 Mail Service Center • Raleigh, North Carolina 27699-3012

Tel 919-881-2446 • Fax 919-508-0968

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Michael Moseley, Director

DATE: February 28, 2006

DWI Service Providers

RE: DWI Facility Programmatic Review

Dear DWI Assessment/Service Provider:

On the date listed below your facility is scheduled for a Driving While Impaired Service Provider, programmatic review. A random sample of client records will be reviewed from October 1, 2005 through the date of audit for those providers scheduled for reviews in 2006. For providers scheduled for reviewed in 2007, the random sample will be drawn from client records originating from October 1, 2006 through the date of audit.

On the date of your facility review, please have available on site, a list of clients that were served by your agency between the months of the aforementioned time periods and their service records. The random sample of ten (10) review events will be drawn from those client lists. Services reviewed will include Alcohol Drug Education Traffic School (ADETS), and levels two (2) through five (5).

**Please keep this letter throughout the monitoring/review process for reference purposes.**

**NOTE: All documents required for preparation of this review are posted on the  
DMH/DD/SAS website:**

<http://www.dhhs.state.nc.us/mhddsas/>

**Thirty days before your programmatic review you will be mailed the assessment and treatment review tools along with instructions. If you have not received your review packet two weeks prior to your scheduled review, please contact the Assurance Unit in Raleigh, at (919) 420-7934.**

**Review Date:**

**Month:** \_\_\_\_\_ **Day:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Two weeks prior to your review, the Assurance Unit staff member assigned to your facility review will contact you by phone. You will be afforded an opportunity to ask questions about the scheduled review at that time.**



The 2006-07 reviews will endeavor to identify program strengths and areas where technical assistance would enhance program development. If any provider has questions about the technical assistance process, please contact the Justice Systems Innovation Team at (919) 733-0566.

If you have questions concerning this information or other concerns related to the upcoming 2006/2007 programmatic reviews, please contact:

Maxine Terry  
[maxine.terry@ncmail.net](mailto:maxine.terry@ncmail.net)  
(919) 881-2446 / office  
(919) 218-2115 / cell

John Wheeler  
[john.wheeler@ncmail.net](mailto:john.wheeler@ncmail.net)  
(336) 896-7952 / office  
(336) 312-1457 / cell

We look forward to a successful review.

Sincerely,

Jim Jarrard, Team Leader  
Accountability Team

c: DMH/DD/SAS Executive Leadership Team (ELT)  
Lynn B. Jones  
John A. Wheeler Jr.  
Linwood Timberlake  
Maxine Terry

